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General Information Security
Services Oversight
Administration Office

Washington, DC 20405

OIS Registry

83-409

June 16, 1983

[Redacted]
Director of Information Services
Central Intelligence Agency
Washington, DC 20505

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Dear [Redacted]

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I cordially invite you to represent your agency at an interagency meeting that I will chair on Wednesday, July 20, 1983, to discuss a year's experience with the information security system under Executive Order 12356. The meeting will begin at 10:00 a.m. in Room 5141A of the General Services Administration Building, Eighteenth and F Streets, Northwest. I anticipate that the meeting will end well before noon. Please send an alternate representative if you are unable to attend.

The tentative agenda of the meeting will include: (a) a first look at E.O. 12356's successes and problems in the year since its effectuation; (b) a discussion of the means for agencies to report unauthorized disclosures of classified information to ISOO, and ISOO's role in responding to these reports; (c) a discussion of more effective ways to work with the General Accounting Office in protecting classified and classifiable GAO reports; (d) a brief review of agency reporting requirements on the revised SF 311; and (e) at your suggestion, any other subjects for which the meeting would be an appropriate forum. While the meeting will only include persons in the executive branch, the entire discussion must remain unclassified.

You are welcome to bring an additional person(s) from your agency to observe; however, space restrictions may require ISOO to impose limitations. Please phone your ISOO liaison no later than July 11, 1983, with the names of your representative and observers, and any agenda suggestions. If you have any questions in the meantime, please call me at 535-7251.

Sincerely,

STEVEN GARFINKEL
Director